

Request for Proposal
Deerwood Restaurant Roof & Gutter Replacement
1818 Sweeney Street, North Tonawanda, NY 14120

Posted date: 9/16/22
Due date: 9/29/22 by 11:00am
Award Date 10/5/22

City of North Tonawanda, Department of Parks & Recreation is seeking a certified roofing contractor to replace the roof and gutters at the Deerwood Restaurant (1818 Sweeney Street, North Tonawanda, NY 14120).

Successful bidders will at minimum install the following per manufacturers recommendations:

1. Remove existing roofing material down to original decking on entire roof. All material must be removed from property and properly disposed of.
2. Install synthetic underlayment to meet building code.
3. Install 6' ice and water shield
4. Install appropriate shingles
5. Install ODE edges on all eaves and rakes of house
6. Install ridge ventilation
7. Replace all pipe flanges and wall flashing
8. Gutter replacement
9. 50-year non-pro-rated warranty covering materials, labor, tear-off and disposal, and a minimum 10-year workmanship warranty.
10. All other required work considered standard procedure to complete the successful installation of roof and gutters that is not mentioned above should be factored in and noted in the proposal (i.e. any need for wood replacement, etc).

General Conditions:

The following are the general conditions for the work to be performed.

1. Scope of Work

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after

regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City.

2. Existing Conditions/Site Visit

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions. ***Un-accompanied site visits can be made during operational hours of the golf course (Monday-Sunday 7am-6pm). For questions about job requirements or to arrange a site visit with a staff member, email Matt Borowiec at mborowiec@northtonawanda.org.***

3. Insurance

Prior to the commencement of work, the vendor shall furnish to the City a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the State of New York. The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the City from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the City with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor. Listed below are the insurance coverages which must be procured by the vendor at the vendor's expense. The vendor agrees to follow instructions indicated in each case.

- a. Proof of current workers compensation
- b. Vendor's public liability insurance, personal injury, including death- \$250,000.00 for each person and \$500,000.00 for each accident.
- c. Property damage- limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.
- d. Certificate of Insurance with the City of North Tonawanda (216 Payne Ave, North Tonawanda NY 14120) listed as additional insured must be sent to the City prior to commencement
- e. Insurance must be written by a company licensed to do business in the State of New York

4. Taxes

The City is a tax-exempt organization. A copy of the City's tax-exempt form will be furnished.

5. Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the City within 30 days of the bid opening date. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the

proposal, or to procure or contract for goods services listed herein. The City may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the City.

6. Contract Form

Upon contract award, the City and vendor will have a signed contract prior to any work being started.

7. Change in Contract

The City will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the City before such work is begun.

8. Indemnification

The vendor agrees to hold the City harmless and to indemnify the City from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

9. Installation

The City anticipates issuing a notice to proceed by October 5, 2022. The successful bidder shall complete installation within 30 calendar days from the date of the notice to proceed. If the anticipated job start and completion dates cannot meet the expectation, an expected start and finish date must be listed on the proposal and will be taken into consideration when selecting the vendor. If not indicated, it is assumed that the vendor can meet the expected timeline above.

10. Weather

The building shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through any roof openings.

11. Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage

12. Payments

A single payment will be made to the vendor when all aspects of the contract have been completed to the City's satisfaction. The City will consider other reasonable arrangements should they be requested by the vendor.

13. Liquid Damages

Liquidated damages in the amount of \$100.00 per day from each calendar day after the 30-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the City will consider all other reasonable requests associated with delays.

14. Proposal Form and Format

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

City of North Tonawanda Parks & Recreation
216 Payne Ave
North Tonawanda, NY 14120

Sealed Proposals will be received until 11:00am on September 29, 2022. All Proposals shall be clearly marked with "Roof Replacement Deerwood Restaurant RFP." Immediately following the closing of the RFP, the City Clerk/Treasurer will publicly open bids at the City Council Chambers located at 216 Payne Ave, North Tonawanda, NY 14120.

Proposals can additionally be emailed in PDF form to alex@northtonawanda.org.

15. Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto. Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the City as being the lower price, unless the bidder requested in writing a correction or withdrawal of the proposal prior to the date and time set for opening. Any proposal withdrawal or modification received after the established due date at the place designated for receipt of proposal is late. No late proposal, late modification, or late withdrawal will be considered and shall be returned to the vendor unopened. The City reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in the proposals, as well as, to accept in whole or in part, such proposal(s) where it deems it advisable in protection of the best interest of the City. The City will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

16. Affidavits

Before acceptance of the proposal by the City, the vendor will be required to furnish affidavits on the enclosed forms.

17. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless (a) the vendor makes a request in writing to the City prior to the time set for opening of proposals, or (b) the City fails to accept a bid within thirty (30) days after bid opening date.

(Include Proposal Submittal Form [page 6] as a cover sheet to your proposal)

Proposal Submittal Form

Due Date: 9/29/22 by 11:00am

Submitted in sealed envelope to

North Tonawanda Parks & Recreation
216 Payne Ave
North Tonawanda, NY 14120

Proposal should include description of all work to be done along with Grand Total for the project. Be sure to include a description of the following:

- Job Setup
- Roof Preparation
- Work to be done. Indicate an understanding of the work to be done by addressing all items listed on page 1 of the manufactures recommendations as well as any additional required work specific to the building.
- List product descriptions (brand of shingles, gutters, etc)
- Cleanup
- Warranty
- Start & Completion Dates
- Prices for any additional work (Plywood/OSB needed, etc)

Include this submittal form as a cover sheet to your proposal.

Vendor Name (Company): _____

Address: _____ Phone: _____

Email: _____

Submitted by (Name): _____ (Title) _____

Having carefully examined the proposal requirements including the General Conditions, and the Request for Proposal for the City of North Tonawanda Deerwood Restaurant Roof and Gutter Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Respectfully Submitted
(Signature of Representative) _____ Date _____